



## Wisconsin FCCLA Room Consultant Guidelines

1. Collect and organize all necessary supplies and materials.
2. Become familiar with the process, rules and rating sheet criteria for your assigned event. For a criterion that is not understood, ask for clarification.
3. Encourage evaluators to work both quickly and thoughtfully on their rating sheets. Ask them to record scores in pencil.
4. Refer to the event guideline specifics and also the Rubrics/Rating Sheets to determine if participants are required to submit materials or follow certain dimensions or specifications.
5. For items listed that do not appear to be addressed by the participant(s), points should be deducted from the appropriate criteria on the rating sheet. If unsure about something, ask the student to explain or clarify.
6. Room Consultant completes STAR Events Point Summary Form for each entry. Several events have a "Room Consultant Check" portion where display dimensions, number of pages, punctuality, etc. earn points for participant(s).
7. After all evaluators have tallied their individual scores, they should compare ratings and briefly discuss any that are widely varied. Although ratings will be varied, they should be within a ten-point range of each other. Excessively high or low scores will need to be adjusted to fall in a middle range. It is the responsibility of the Room Consultant to make sure this happens, and also to encourage fairness and agreement among evaluators.
8. If evaluators talk with participants about their performance, they should review only the strengths or weakness of the presentation. They should not share a score or rating, nor indicate in any way, a participant's standing.
9. Collect rating sheets from the evaluators following the presentation and scoring of every participant. Review the rating sheet for any blank score boxes. Check written comments for any that are overly negative. Talk with the evaluator(s), if necessary and ask them to adjust their responses.
10. Verify the score recorded by each evaluator and record on the Event Worksheet. Average scores to establish a total average score, DO NOT ROUND.

11. When a Point Summary Form is part of an event add points from the "Room Consultant Check" to total average score of evaluators.
12. When the scores for all entries or participants have been tallied, all ratings should be reviewed for overall consistency in evaluation. It is now time to determine award placement for each entry.
13. In all cases, participants will be recognized if they receive the top ranking in their category. In national events, the top ranking entry will qualify to represent Wisconsin at the national level – with the exception of the following events. Wisconsin may send two entries to NLC in each of the following event categories:
  - Chapter Service Project – Display – JR, SR, Occupational
  - Chapter Service Project – Manual – JR, SR, Occupational
  - Chapter Showcase – Display – JR, SR, Occupational
  - Chapter Showcase – Manual – JR, SR, Occupational.

Work together to be sure there are no ties among the top 3 placements. If there is a tie, the evaluation team is responsible to break it.

14. When an event is large enough to have more than one evaluation team the WI FCCLA Run-Off procedure will be followed. Room consultants that have this situation will receive a copy of the procedure to facilitate this process at SLC. WI STAR Events staff will be available to provide assistance.
15. Be sure all forms have been signed by the evaluators and room consultant.
16. Collect and organize all materials and take to Tab Room.
17. **Room Consultants will keep all file folders, portfolios/binders, manuals and turn into Tab Room.**

**Thanks, your efforts are very much appreciated and valued!**